# GAPREK User Management

# Managing Users

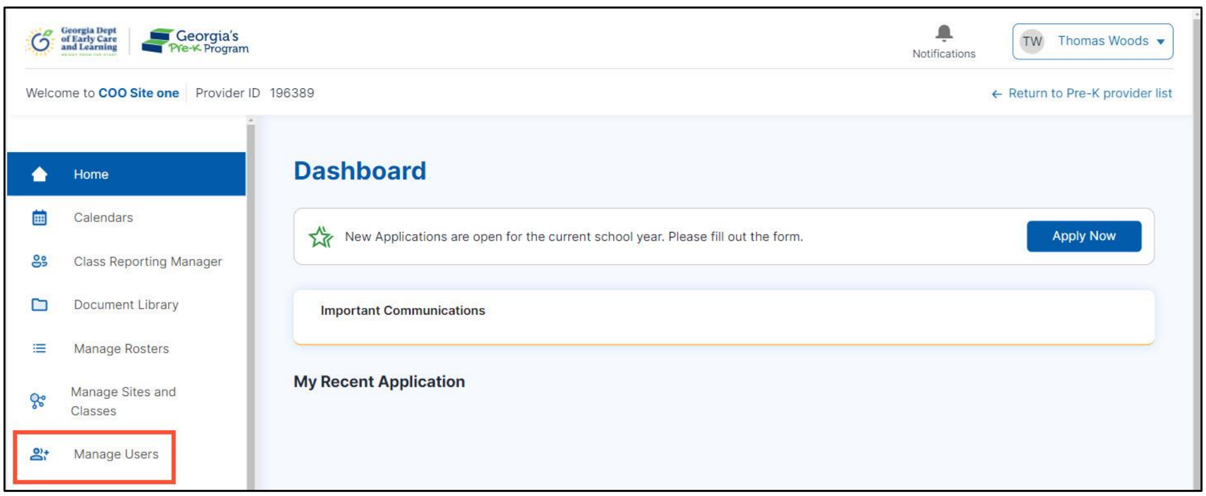
You can update and remove user contacts for providers and families. However, only a Primary Authorized User or Project Director can add/remove user contacts for the providers.

## Adding Users

You can add Project Directors, Site Directors, Financial Users, and Data Management Users. Remember, that email addresses must be unique to each user and user accounts cannot share the same email address.

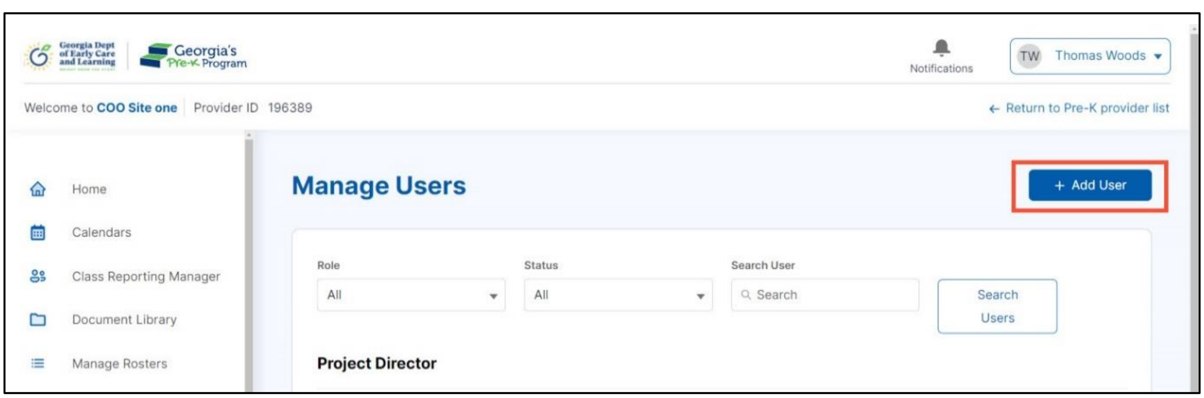
To add a user, perform the following steps:

1. Go to the **Manage Users** tab on the left panel.




You will be directed to the Manage Users page.

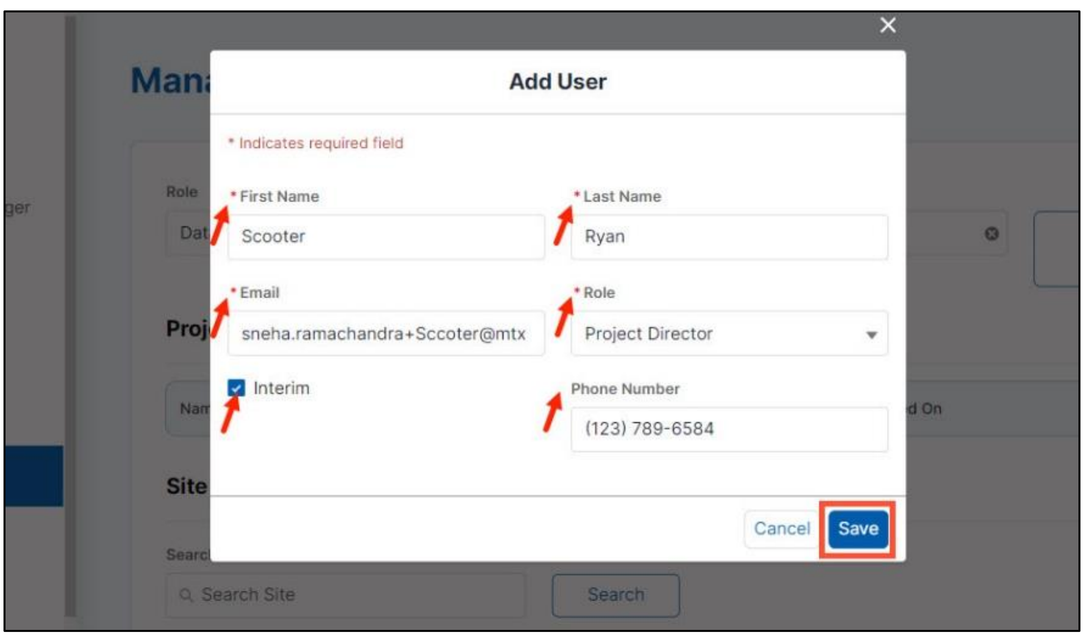
2. Click the **Add User** button.




The add user pop-up window will be displayed.

3. Enter the following information:
   a. Enter the *First Name* in the **First Name** textbox.
   b. Enter the *Last Name* in the **Last Name** textbox.
   c. Enter the *Email Address* in the **Email** textbox.
   d. Select the *desired* role from the **Role** drop-down list.
   e. Enter the *10-digit phone number* in the **Phone Number** field.
   f. Click the **Save** button.

   **Notes**:
   - There will be only one active Project Director and Site Director for a Provider or Site.
   - If an existing Project Director/Site Director already exists in the system, remove them before adding a new one.
   - An additional field called **Site Name** will be displayed if you choose the **Role** as *Site Director*.
   - To assign a *Project Director or Site Director* role temporarily, click the **Interim** checkbox.
   - Fields marked with a red asterisk (*) are mandatory.
   - Please note that the portal will take a few seconds to show the newly added data.

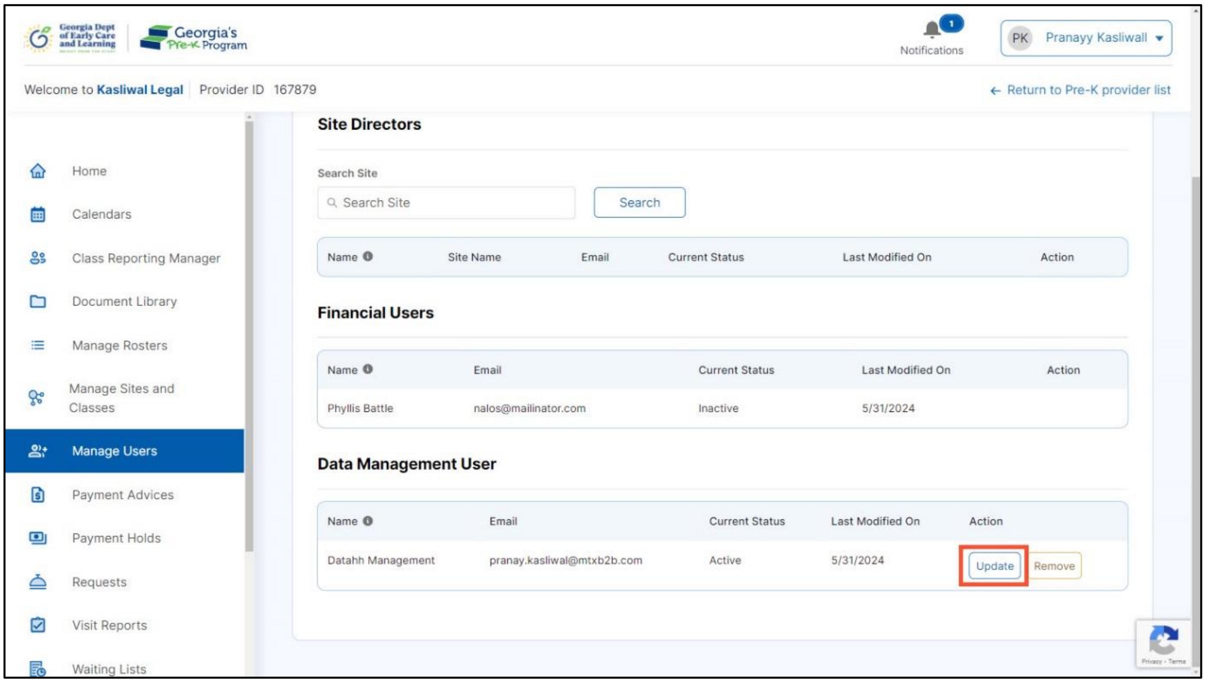



**After saving, a success message will be displayed, and a newly added contact record will be displayed on the Manage Users page.*

## Updating Users

To update the user record, perform the following steps:

1. On the Manage Users page, to update user details scroll to the required user section.
2. Click the **Update** button.



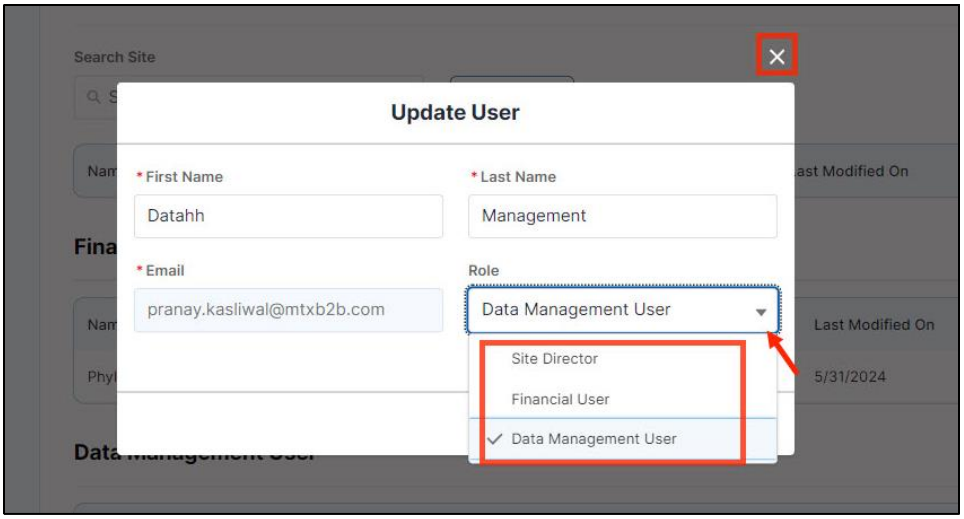

The Update User pop-up will be displayed.

3. Select the required *role* from the **Roles** drop-down list.

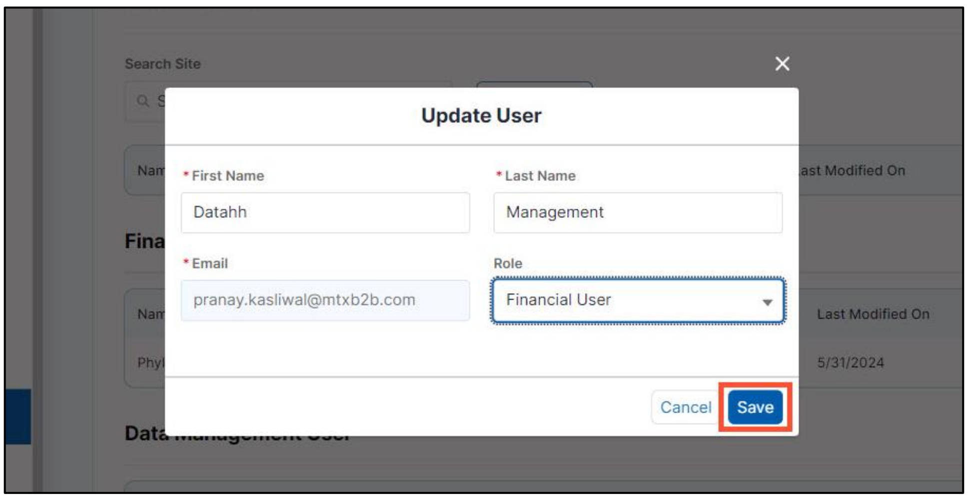
**Notes**:

- Fields marked with a red asterisk (*) are mandatory.
- The Email field can be updated by the Primary Authorized User only. Once updated, an email notification will be sent to the updated email address.
- If the **Role** is selected as *Site Director*, a **Site Name** field will be displayed on the pop-up window, then you can select the *Site* from the **Site Name** drop-down list.
- To assign the *Site Director* role temporarily, you can check the **Interim** checkbox.

- Click the **X** icon to close the pop-up window.




4. Click the **Save** button.

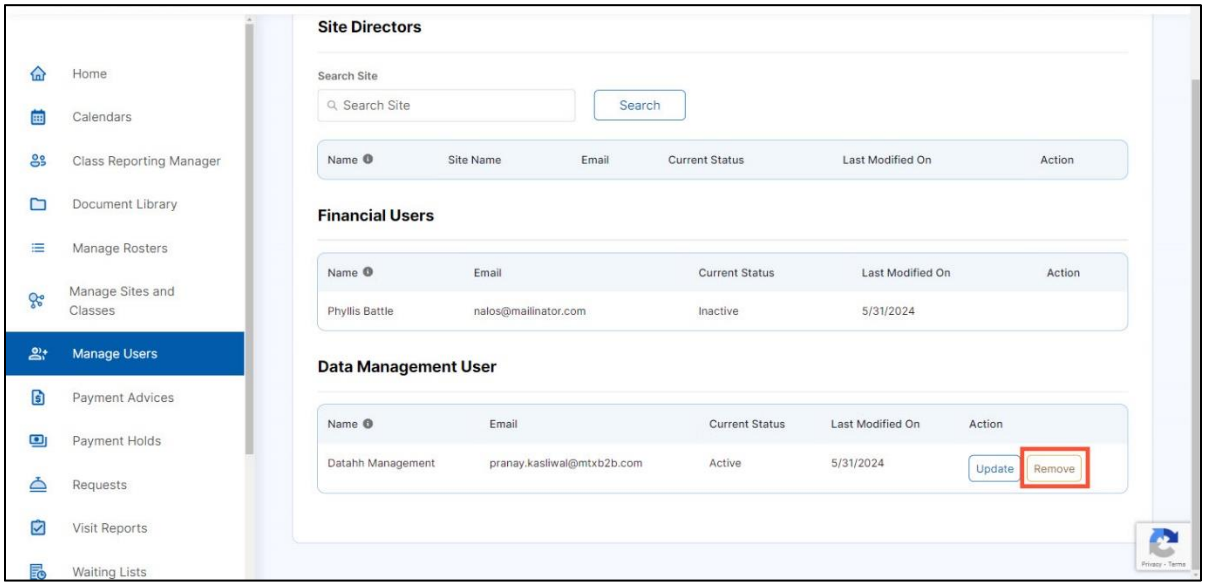



**After saving, a success message will be displayed on the page and the updated contact record will be displayed on the Manage Users page.*

## Removing Users

To remove the user, perform the following steps:

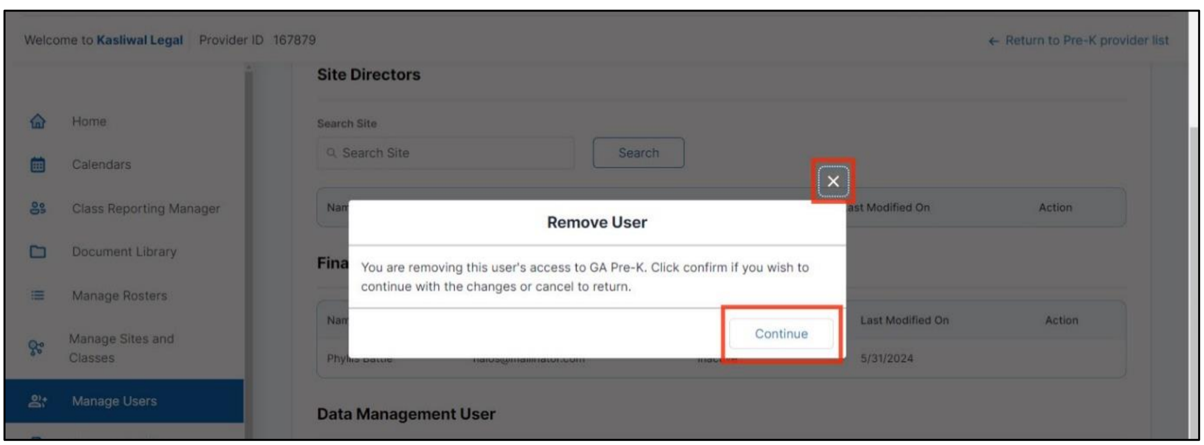
1. On the Manage Users page, scroll to the required user's section.
2. Select the user you wish to remove.
3. Click the **Remove** button to proceed with your selection.




A Remove User pop-up window will be displayed.

4. To remove the user, click on the **Continue** button.

**Note**: Click the **X** icon to close the pop-up window.




**After saving, a success message will display on the page and the current status of the contact record will be displayed as inactive and the user will not have access to this Provider/Site.*